

**PAY DIFFERENTIAL 101**  
**OUT-OF-CLASS ASSIGNMENT PAY - EXCLUDED EMPLOYEES**

Established: 05/23/86

Revised: 05/12/98, 05/01/99, 10/31/01, 06/01/04

CLASS TITLE	RATE	EARNINGS ID	DEPARTMENT
Confidential, Excluded, Supervisory, and Managerial Classes	See Criteria	SI	All Departments

CRITERIA	
•	Employees performing in a higher class for <u>more than 15 consecutive work days</u> shall receive the rate of pay the excluded employee would have received if appointed to the higher class.
•	Assignments must be made <u>in advance</u> and <u>in writing</u> ; employees must be given a copy of the assignment.
•	Assignments may exceed 120 calendar days during any 12-month period, only if the <u>appointing power or his/her designee</u> file a statement with DPA certifying that the additional out-of-class work is required to meet a need that cannot be met through other civil service or administrative alternatives.
•	The pay differential shall not be part of an employee's base for the purpose of merit salary adjustments or other salary transactions related to subsequent appointments and separations.
•	Employees shall not be assigned nor receive out-of-class compensation for more than one year.
•	Managerial out-of-class compensation is not delegated to any appointing power. Requests for payment of managerial out of class must be submitted and approved by DPA.

FOR ALL CLASSES: IF APPLICABLE, SHOULD PAY DIFFERENTIAL BE:	
PRO RATED	Yes
SUBJECT TO QUALIFYING PAY PERIOD	No
ALL TIME BASES AND TENURES ARE ELIGIBLE	Yes
SUBJECT TO PERS DEDUCTION	Yes

FOR ALL CLASSES: INCLUSION IN RATE TO CALCULATE THE FOLLOWING BENEFIT PAY	
OVERTIME	No/Yes (FLSA)
IDL	No
EIDL	No
NDI	No
LUMP SUM VACATION	No
LUMP SUM SICK	No
LUMP SUM EXTRA	No